

## GENERAL PROCEDURES

Each inspector should develop a consistent method of conducting inspections to ensure that his/her inspections are thorough and accurate.

Upon arrival at the facility:

- do not enter facilities with locked gates and/or “No Trespassing” signs unless prior approval has been obtained
- be alert for unsafe conditions, such as loose or vicious animals

Prior to conducting the actual inspection:

- contact licensee or authorized representative
- introduce yourself in a professional manner
- state the purpose for the visit
- show your USDA badge and ID if requested
- if appropriate, provide a business card

The inspector must be accompanied by the licensee or the licensee’s designated representative (who should be at least 18 years of age), when conducting the inspection.

If you do not find anyone at the facility, follow procedure for an Attempted Inspection (see Section 8.1).

**The steps detailed below are the components of an inspection and need to be performed. However, the exact order is left to the discretion of the individual inspector.**

Basic steps to follow in conducting an inspection include, but are not limited to:

- follow facility’s biosafety procedures, or
- put on recommended protective clothing, gear and/or boots, such as:
  - ▶ dogs/cats-sanitizable or disposable boots
    - coveralls (optional)
    - ear plugs (strongly recommended)
    - disposable gloves (if touch any animals)
  - ▶ macaques-respirator (Level N95 or better if within 5 feet)
    - coveralls (preferably disposable)

- full face shield and eye protection such as safety glasses or goggles
  - disposable gloves
- ▶ other nonhuman primates-respirator (Level N95 or better)
- ▶ elephants-respirator (Level N95 or better)
- observe and check the health and well-being of the animals
  - ▶ avoid handling the animals unless necessary, such as to check for dehydration or malnutrition
  - ▶ do not engage in diagnostic procedures
  - ▶ wear disposable gloves if you must handle any animals
- inspect facility premises, building, equipment and vehicle used to transport animals
- review husbandry practices
- observe handling techniques of personnel
- visualize problems that may occur at other times of the year
- use the Checklist for Animal Care Inspection sheet (see page 6.1.4), if desired
- identify the noncompliant items
- make notes on the noncompliant items
- point out each noncompliance to the licensee or designated representative
- explain why an item is noncompliant
- discuss possible solutions if asked
- ask questions concerning the operation of the facility if necessary to ascertain compliance.  
Examples of questions to ask include:
  - ▶ Are there any other locations, rooms, barns, sheds, etc. where animals are housed or held, food and bedding is stored, or medical supplies are kept?
  - ▶ Are there any other records involving the sale or disposition, and purchase or acquisition of animals other than already seen?
- review records
- collect data for random source B-dealer trace backs, if applicable

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Be alert for unsafe facility conditions:

- if the conditions affect the animals, note or cite on the inspection report
- if the conditions are not a violation of the AWA, report these items to the licensee or a responsible person at the facility

Examples would be:

- ▶ unlocked controlled substances
  - ▶ locked emergency exits
  - ▶ absence of smoke detectors
  - if the conditions adversely affect you, the inspector, leave the area
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